



Business, Design & Workforce Staff Meeting

Date: 07/15/2025 | **Time:** 12pm to 1:30pm | **In-person:** Building 23 Rooftop

Next Division Meeting: 08/11/2025 from 3:00pm to 4:30pm

	Would You Rather? Work Edition	<ul style="list-style-type: none"> Mountain Mike's Eat and Play
	Department Updates: What's going on in your program? Where do you need support?	<ul style="list-style-type: none"> Adult Education <ul style="list-style-type: none"> Actively updating prospective contact list for Adult Transition students to collaborate with Menlo Park and vice versa Super Registration event (Wed) 07/23 and 07/30 CRER 137 Sequoia adult school <ul style="list-style-type: none"> Originally ESL but kept registration open Good feedback from Diana Apprenticeship <ul style="list-style-type: none"> ECE developing pre-app for SP26 and transition to Skyline New Partnership with intermediary Digital Marketing & XR <ul style="list-style-type: none"> BUS 180: Marketing MART 100: XR 1: Foundations of Immersive Division Office Robyn <ul style="list-style-type: none"> Cam Scanner (notes app for iPhone users) CDC Updates – Fall 2026 New hires Classified schedule updates Mary <ul style="list-style-type: none"> Brochures & postcards all have been updated Class and program flyers – new project coming Eligible Training Provider List (ETPL) - if you are receiving unemployment you could sign up through ETPL and get program paid for while also receiving unemployment Alex <ul style="list-style-type: none"> Smartsheet automations <ul style="list-style-type: none"> Evals Faculty Assignments Chris Wardell in F.A. office Cell phone stipend

		<ul style="list-style-type: none"> • EHD <ul style="list-style-type: none"> ○ 2 new faculty Thena Gee & Jessie Kaur ○ Department growth ○ New partnership with pre-apprenticeship ○ CA approved new teaching credential for Pre-K to 3 for those who are interested in specializing <ul style="list-style-type: none"> ▪ More streamlined pathway to transfer ○ Program Review • Menlo Park <ul style="list-style-type: none"> ○ Mercedes new in-person campus day = Wednesdays ○ Transitioning from non-credit offerings to for-credit offerings ○ Listening sessions and various surveys ○ Interested in Business & Entrepreneurship <ul style="list-style-type: none"> ▪ Focus on basic computer literacy ○ Hosted a workshop with outreach office to teach ambassadors about Menlo Park <ul style="list-style-type: none"> ▪ Lupita from outreach assisted • SWP <ul style="list-style-type: none"> ○ Grant closing ○ New Just-In-Time application <ul style="list-style-type: none"> ▪ launch in FA25 ○ Vision Point Menlo Park campaign July – September ○ Vision Point Career Education campaign just ended April - June
	Upcoming Professional Development: What are your plans or goals for the upcoming academic year, and how can we support them?	<ul style="list-style-type: none"> • Alex - • David – CCCAOE in Palm Springs this Fall • Jamie – Smartsheet & Formstack focus on team building and program review • Janet – CAPE conference in September • Jasmine – San Mateo Leadership <ul style="list-style-type: none"> ○ 2nd Friday a month ○ CCCAOE in Palm Springs this Fall • Mary - • Mercedes – Spanish course & Smartsheet • Robyn – Smartsheet, Master’s program, & Program Management program Coursea
	Fall 2025 College Announcements:	<ul style="list-style-type: none"> • Flex Days • Division Meetings <ul style="list-style-type: none"> ○ 3rd Friday, 12:00-1:30 PM • Undocumented Community Resources <ul style="list-style-type: none"> ○ Responding to On-Campus Immigration Enforcement Activities Flyer <ul style="list-style-type: none"> ▪ 1) NOTIFY ▪ 2) DOCUMENT ▪ 3) ESCORT ▪ 4) STAY INFORMED

		<ul style="list-style-type: none"> • New ITS Helpcenter system <ul style="list-style-type: none"> ○ Thursday, July 17 ○ Sign in using OneLogin and track your requests, make updates to your open tickets, and browse a knowledge base for self-service answers. ○ The current Helpcenter site will continue to operate to handle existing tickets, but the request form will link to the new portal for all new requests. ○ The helpcenter main phone line (650) 574-6543 will be available on go live to address any issues submitting tickets to the new system • Thursday, July 17 @ 1 pm (30 min) - Register here • Friday, July 18 @ 11 am (30 min) - Register here • Monday, July 21 @ 1 pm (30 min) - Register here
	Contact list brainstorm bullet points	<ul style="list-style-type: none"> • TBD (depending on time) • Division Contact List • Might be interested in creating some bullet points under each of our names (similar to HR) <ul style="list-style-type: none"> ○ If you had to choose 3-5 bullet points what would you add? ○ HR contact list ○ Skyline Promise Scholars